



EMPLOYEE SAFETY ORIENTATION CHECK LIST

Please return to Human Resources, ESC

Employee Name _____ Job Title _____

This checklist is a guideline for conducting employee safety orientations for employees new to schools, departments or specific jobs within the Bellevue School District. Once completed and signed by both supervisor and employee, it serves as documentation that the orientation has taken place. Place a check by each item to indicate that the subject has been covered. **Return the completed form to Human Resources in a timely manner.**

To be provided by site Supervisor:

General overview of operation, procedures, methods & hazards as they relate to your specific job and duties.

- Emergency Plan
- Exit locations and evacuation routes
- Use of firefighting equipment (extinguishers, hose)
- Specific procedures (medical, chemical, fire, etc.)
- First Aid supplies, equipment, and training
- Obtaining treatment
- Location of facilities
- Location and names of staff who are CPR/First Aid trained
- Location of MSDS (Material Safety Data Sheet) Notebook
- How to file a Labor & Industries Claim (Worker's Compensation)

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and employee accept responsibility for maintaining a safe and healthful work environment.

Employee's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____

RETURN COMPLETED FORM TO HUMAN RESOURCES IN A TIMELY MANNER